WISDOM Upgrade WebI XI:

We will have an upgrade to Business Objects Web Intelligence Reporting (WebI) effective August 10, 2009. The new version of Business Objects, commonly referred to as BOXI, is similar to the current version but is somewhat different in navigation and report editing capabilities. For report viewers, the main difference is the way users navigate to content such as reports. The new interface is designed to look and feel like Windows folder navigation rather than category links. Additionally, functions that are simply inks in the current version, like editing reports and viewing their properties, are now accessed through drop downs and toolbar buttons. However, the functionality is similar enough that report viewers should have little difficulty learning the new interface.

Four Week Freeze - July 13- August 8, 2009

In order to get the technical setup and security established in the new WebI XI environment, we will have a four week transition freeze on the production environment in WebI 6.5. Users can still use the WebI application and the WISDOM data; however, any new WebI documents that are created or received via WebI inboxes between July 13 and August 8 or any changes to your current reports will need to be recreated in the new WebI XI environment.

Clean up of WebI Inboxes and Personal Documents by June 26, 2009

System conversions are a great time to clean house! Many of us tend to have old versions, copies of corporate documents or no longer useful WebI documents. Please sort through your WebI Inboxes and WebI Personal Documents *by June 26, 2009*. That way if you have questions or need assistance, we will get your issues resolved prior to the four week freeze. Once the freeze starts, all documents in your Inbox and Personal Documents will be converted and available after August 8.

Log-in and Password

Central Office Staff -- You will now be using your State LAN ID and password. Choose Windows AD from the Authentication drop-down and click Log on.

Previous WebI v6.5 users, upgrading to WebI XI -- Enter the User Name and Password you used for WebI v6.5 login, select **Enterprise** from the Authentication drop-down, and click **Log On**. Your log-in and password will be converted, so when you sign-in on August 10th your password will revert to what it was on July 13th, even if you had changed it.

The Enterprise Account password requirements can be found in the web-based training explained below.

Training

The BWF Partner Training Section is updating the current self-study courses for WebI. The new titles will be:

WebI XI 101: Training for the Viewer User, and
WebI XI 201: Training for the Editor User

These courses will cover the same topics as the training material for WebI 6.5. After completing these courses, you'll be able to perform your current procedures in the new system.

Both WebI XI courses have been designed with the intent that trainees will follow along in WebI and complete the various exercises described. To enable that process,

· The test environment for WebI XI and the 'WebI XI 101: Training for the Viewer User' will be available to current WebI 6.5 users on 7/27/09, so that you can follow along in the new system as you complete the course.

These are some of the things you can do ahead of time to make this an easier transition:

1. Make sure you <u>save</u> all reports that you have changed and want to re-use to your Personal Documents in WebI 6.5 prior to the 4-week freeze, which begins on 7/13/09. These reports will be imported to WebI XI without any changes you make between 7/13/09 and 8/10/09.

2. Due to time constraints, the editor level training will not be available until on or shortly after 8/10/09. Because of this, determine upcoming editing needs, develop these reports, and save them in your Personal Documents prior to 7/13/09 so they can be imported into the new version.

3. Complete 'WebI XI 101: Training for the Viewer User' between 7/27 and 8/8/09. Current Viewer and Editor Users of WebI 6.5 should complete each module of the course consecutively; it will help you become familiar with the basic format and learn how to navigate within the new version. Note: Logon procedures are covered in Module 1 of this course.

To register for the courses, go to [PTS Learning Center](#). A complete Table of Contents (TOC) for each course will be available as a **Webpage Supplement** on the corresponding Course Detail page in the Learning Center. After you complete the course, if you have a question about a particular function/procedure, check out this TOC to easily find the topic's location in the course.

For more information or questions about the two WebI XI courses, please contact PTSTrainingSupp@wisconsin.gov.
For questions about logging on, contact DCF Security (608-261-6317, then press #1).
For WebI XI User Support, contact DWD Service Desk (608-266-7252) or e-mail dcfmbwisdom@wisconsin.gov.